

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 2195

**TITLE:** STUDENT AIDE

**GRADE:** S-01

**DEFINITION:**

Under immediate supervision, receives instruction and/or work in one of the numerous occupational fields found in the County government; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS:**

This is a general classification to cover an incumbent working in an officially approved work study program. An employee in this classification must be enrolled in a recognized educational institution offering a program equivalent to the Vocational Occupational Training Program, the Industrial Cooperative Training Program or the Distributive Education Program of the Fairfax County School Board. Such work will be in a non-hazardous occupation for an incumbent under eighteen years of age.

**ILLUSTRATIVE DUTIES:**

Receives instruction and on-the-job training in one of the divisions of the County government; as part of the school curriculum takes course work in the related occupational area;  
Performs routine clerical work such as typing, filing and simple drafting from engineering notes;  
Operates calculator or reproduction machines;  
Does field work as appropriate;  
Writes reports explaining area of training received.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to comprehend the fundamental concepts of the particular occupation;  
Ability to follow written and oral instructions;  
Ability to maintain effective relationships with fellow employees and the public.

**EMPLOYMENT STANDARDS:**

Enrollment in at least the eleventh grade and sixteen years of age. A Virginia Work Permit is required for anyone under eighteen years of age.

REFORMATTED/REVISED: December 3, 2007